

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

September 17, 2007 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Mohammed Nadeem, Steve Chan, Robert Owens, Randy Preston, and Beverly Silva; Renée Ruņgis, Director of Human Resources, Tina Murphy, Acting Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Recommendations for Council Action:

- A) **APPROVE the modification of the job specification for Park Maintenance Crafts Worker**
- B) **APPROVE the modification of the job specification for Jail Service Officer**
- C) **APPROVE the modification of the job specification for Office Specialist to the City Council**
- D) **APPROVE the modification of the job specification for Street Sweeper Operator**
- E) **APPROVE the modification of the job specification for Human Resources Assistant**
- F) **APPROVE the new job specifications for Senior Permit Technician and Building/Housing Inspector**
- G) **APPROVE the modification of the job specification for Electrical Estimator**
- H) **APPROVE the modification of the job specification for Senior Electrical Estimator**
- I) **APPROVE the modification of the job specification for Line Truck Driver, and the new job specification for Service Coordinator – Inspector**

I. ROUTINE ITEMS

A. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Owens called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

- B. MINUTES of July 9, 2007, Civil Service Commission meeting
MOTION by Commissioner Chan, seconded by Chairperson Silva, to
APPROVE the minutes of the July 9, 2007 meeting.
MOTION carried 5-0.**

- C. CHANGE OF STATUS REPORT for July and August, 2007**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for
July and August, 2007**

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- E. **EXAMINATION REPORTS** for July and August, 2007
MOTION by Commissioner Preston, seconded by Commissioner Chan, to
NOTE AND FILE Items I-C, I-D, and I-E.
MOTION carried 5-0.

II. UNFINISHED BUSINESS – None

III. NEW BUSINESS

- A. **CONSIDER REQUEST** to Modify Job Specification for Park Maintenance Crafts Worker
MOTION by Commissioner Preston, seconded by Commissioner Silva, to
APPROVE the modification of the job specification for Park Maintenance Crafts Worker.
MOTION carried 5-0.
- B. **CONSIDER REQUEST** to Modify Job Specification for Jail Service Officer
MOTION by Commissioner Silva, seconded by Commissioner Preston, to
APPROVE the modification of the job specification for Jail Service Officer.
MOTION carried 5-0.
- C. **CONSIDER REQUEST** to Modify Job Specification and Examination Weighting for Office Specialist to the City Council
MOTION by Commissioner Silva, seconded by Commissioner Nadeem, to
APPROVE the modification of the job specification for Office Specialist to the City Council, and the change of examination weighting from qualifying performance (typing certificate) and 100% written examination to qualifying performance (typing certificate) and 50% written, 50% oral examination.
MOTION carried 5-0.
- D. **CONSIDER REQUEST** to Modify Job Specification for Street Sweeper Operator
MOTION by Commissioner Nadeem, seconded by Commissioner Silva, to
APPROVE the modification of the job specification for Street Sweeper Operator.
MOTION carried 5-0.

At 7:10 p.m., Commissioner Nadeem left the Commission meeting due to a previous commitment.

- E. **CONSIDER REQUEST** to Modify Job Specification for Human Resources Assistant

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MOTION by Commissioner Silva, seconded by Commissioner Preston, to approve the modification of the job specification for Human Resources Assistant.

MOTION carried 4-0.

- F. **CONSIDER REQUEST** to Approve New Job Specifications, Recruitment Types and Examination Weightings for Senior Permit Technician and Building/Housing Inspector
MOTION by Commissioner Preston, seconded by Commissioner Silva, to **APPROVE** the new job specification for Senior Permit Technician, with recruitment type as open/promotional and examination weighting of 100% oral examination, and the new job specification for Building/Housing Inspector, with a recruitment type of open/competitive and an examination weighting of qualifying written and 100% oral examination.
MOTION carried 4-0.
- G. **CONSIDER REQUEST** to Modify Examination Weighting for Troubleshooter
MOTION by Commissioner Silva, seconded by Commissioner Preston, to **APPROVE** the modification of examination weighting for Troubleshooter from 100% written examination to 50% written and 50% oral examination.
MOTION carried 4-0.
- H. **CONSIDER REQUEST** to Modify Job Specification for Electrical Estimator
MOTION by Commissioner Silva, seconded by Commissioner Preston, to **APPROVE** the modification of the job specification for Electrical Estimator.
MOTION carried 4-0.
- I. **CONSIDER REQUEST** to Modify Job Specification for Senior Electrical Estimator
MOTION by Commissioner Silva, seconded by Commissioner Preston, to **APPROVE** the modification of the job specification for Senior Electrical Estimator.
MOTION carried 4-0.
- J. **CONSIDER REQUEST** to Approve Modification of Job Specification for Line Truck Driver and Approve New Job Specification, Recruitment Type and Examination Weighting for Service Coordinator- Inspector
MOTION by Commissioner Preston, seconded by Commissioner Silva, to **APPROVE** the modification of the job specification for Line Truck Driver, adding the word "electric" to the phrase "public or private

utility" to read "public or private electric utility" in the second requirement under the Education and Experience section, and APPROVE the new job specification for Service Coordinator – Inspector, with a recruitment type of closed/promotional and an examination weighting of 50% written and 50% oral examination. MOTION carried 4-0.

IV. INFORMATIONAL ITEMS –

A. UPDATE ON NEW COMMISSIONER APPLICATION PROCESS

Ms. Tina Murphy, Acting Assistant Director of Human Resources, stated that the deadline for applications for Civil Service Commissioner has been extended to Wednesday, September 19, 2007 at 5:00 p.m. Appointments will be made at the City Council meeting on Tuesday, September 25, 2007. She thanked Chairperson Robert Owens and Commissioner Randy Preston once again for their willingness to assist the Civil Service Commission by attending this September 17th meeting and allowing for a fully staffed Commission.

V. ORAL COMMUNICATIONS - None

VI. ADJOURNMENT

Chairperson Owens adjourned the meeting at 7:26 p.m. He also noted that the next regular Civil Service meeting will be held on Monday, November 19, 2007, a week later than usual, due to the Veterans' Day holiday on Monday, November 12, 2007.